



American Citizen Services

American Embassy, Manila

## Checklist for a U.S. Passport

### RENEW YOUR PASSPORT FOR A CHILD (UNDER AGE 16)

Please print out this checklist and bring it to your appointment, signed and dated. You cannot apply for a passport without a scheduled appointment for each applicant. Please check the appropriate box in front of each document that you bring with you. The documents should be placed in the same order as the checklist with the original on top of the copy. If applicants appear more than 30 minutes late for their appointment, their appointment will be canceled and they will need to make a new appointment. In addition to this list, a personal appearance by the applicant and both parents is required.

- ☐ This signed checklist.
- ☐ The applicant's most recent passport.
- ☐ DS-11 form (completed but not signed). Do not sign! **NOTE: The form must be completed electronically and printed. A form completed by hand will not be accepted.**
- ☐ Proof of Parentage listing the names of the child's parents (e.g. *Philippine Birth certificate from National Statistics Office, U.S. birth certificate or Consular Report of Birth Abroad*). **Please bring one photocopy along with the original. Otherwise, you will be charged a photocopying fee of \$1.00 per page at the Embassy.**
- ☐ A signed original "Statement of Consent" (DS-3053) if one parent/guardian is absent. *This must be notarized by a U.S. commissioned notary and the document is valid only for 90 days after the date of signature. If you cannot submit the DS-3053, you will be required to present primary evidence of sole authority to apply for the child's passport (e.g. court order, death certificate, etc.). Please bring one photocopy along with the original. Otherwise, you will be charged for a photocopying fee of \$1.00 per page at the Embassy. The absent parent or guardian must also provide a photocopy of the front and back side of his/her acceptable photo identification document with the Statement of Consent.*
- ☐ Original "Special Power of Attorney" if both parents are absent. *This must be notarized by a U.S. commissioned notary and the document is valid only for 90 days after the date of signature.*
- ☐ Valid photo I.D. of the child's parents/guardian (e.g. *passport, Senior Citizen's ID, Voter's ID, or digitized government-issued IDs like SSS, PRC, BIR, or Driver's License, etc.*). Note: Philippine postal ID is not acceptable. **Please bring one photocopy along with the original. Otherwise, you will be charged a photocopying fee of \$1.00 per page at the Embassy.**
- ☐ Photo identification is required for school-aged children only. **Please bring one photocopy along with the original. Otherwise, you will be charged a photocopying fee of \$1.00 per page at the Embassy.**
- ☐ Sequential or "growing up" photos for the applicant. *The photos should cover the time between the last passport and the present.*
- ☐ Photos of applicant. *You will need three identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background.*
- ☐ Printout of appointment confirmation.
- ☐ Non-Refundable Application Fee. *The fee for a passport is **\$105**. The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express, Discover, or Diners Club).*

***I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.***

\_\_\_\_\_  
Signature of Applicant or Applying Parent or Guardian

\_\_\_\_\_  
Date